

Macomb Community Action Advisory Board  
Full Board  
June 12, 2007

The Macomb Community Action Advisory Board met on Tuesday, June 12, 2007 at Greater New Hope Baptist Church, 69638 Delaine St., New Haven, Michigan.

MEMBERS PRESENT:

Norman Bordo, Chair  
Mary George  
Hazel Rivers  
Commissioner Doherty  
Commissioner Tocco  
Commissioner Camphous-Peterson  
Pastor Mack  
Deborah Stackpoole  
Commissioner Flynn  
Linda Girolamo  
Edward Dixon  
Eudora McKinney  
Commissioner Slinde

MEMBERS NOT PRESENT:

John Bierbusse  
Denise Amenta  
Debi Schroeder  
Susan Murphy  
Fran Sturtz  
Nellie Martin  
Ron Chriss  
Dorothy Upshaw

STAFF PRESENT:

Frank Taylor  
Mary Solomon  
Madeleine Olszak  
Holly Ehrke  
Julie Hintz

I. Call to Order/Pledge of Allegiance

The meeting was called to order by Chairman Bordo at 12:08 p.m.

All members were asked to rise and recite the Pledge of Allegiance. A moment of silence followed the Pledge of Allegiance.

Chair Bordo introduced Jamie Kincaid. Mr. Kincaid is working with Pastor Mack on various Community Projects.

Pastor Mack gave background information about on Mr. Kincaid. Mr. Kincaid has been a member of the Greater New Hope Baptist Church, graduated from Michigan State University, and has received a Law Degree from Wayne State University.

Mr. Kincaid thanked the Board members for their time. Since graduating, he has been involved with the New Haven community. Mr. Kincaid and Pastor Mack have formed a partnership with Gleaners, started summer programs for children, and senior programs.

They are working with MCCSA on exploring the feasibility of moving the North Action Center into the New Haven Municipal Building and opening a food pantry.

## II. Determination of a Quorum

It was determined that a quorum was established with 13 members present.

## III. Approval of the Agenda

Commissioner Doherty supported by Commissioner Flynn, made a motion to approve the Agenda as submitted. Motion carried.

## IV. Approval of March 13, 2007 Minutes

Mary George supported by Commissioner Doherty, made a motion to approve the March 13, 2007 minutes as submitted. Motion carried.

## V. Public Comment

Chair Bordo stated that this committee operates under the Open Meetings Act and asked if anyone was present who wished to address the Committee. There being no one present requesting this privilege, Chair Bordo proceeded with the meeting.

## VI. Community Presentation

Hazel Rivers presented information regarding the operations of the Secretary of State. She also distributed the 2006 Year Review – Michigan Department of State.

Discussion and questions followed the presentation.

## VII. Chairperson's Report

Chair Bordo presented the MCAAB Evaluation form and the election of officer's process.

Chair Bordo explained the Evaluation form to the Board members. He asked the Board members to note item number 10 (Nomination of Officers for MCAAB).

He requested that the Board members fill out the Evaluation form and return it to Mary Solomon, Frank Taylor or Holly Ehrke before the Executive Committee meeting in September. This will give the Executive Committee time to review the Evaluation responses and the Nominations of Officers. Results of the Evaluation and nominations will be presented to the Full Board at the October meeting.

## **Committee Reports** **Executive Committee**

Chair Bordo presented the following recommendation for the Board members approval.

1. Recommendation to approve the Weatherization Assistance Program PY 07 Local Service Plan

Commissioner Doherty supported by Mary George, made a motion to approve the Weatherization Assistance Program PY 07 Local Service Plan. Motion carried.

2. Recommendation to Approve the Head Start 2007-08 Continuation Grant

Mary George supported by Commissioner Slinde, made a motion to approve the Head Start 2007-08 Continuation Grant. Motion carried.

3. Recommendation to Amend the MCAAB By-Laws

Chair Bordo presented the amended MCAAB By-Law.

Discussion followed

Mary George supported by Commissioner Slinde, made a motion to approve the amendment to the MCAAB By-Laws. Motion carried.

4. Recommendation to Receive and File the Department of Human Services Comprehensive Monitoring Report

Mr. Taylor reviewed the Department of Human Services Comprehensive Monitoring Report.

Discussion and questions followed.

Commissioner Slinde noted that on page three (3) of the Monitoring Report that there was a recommendation that the Board of Commissioners provide an annual evaluation of the Executive Director. Commissioner Slinde suggested the annual evaluation of the Executive Director be completed by the County Commissioners who are members of the MCAAB Board not the entire Board of Commissioners.

Mary George supported by Commissioner Flynn, made a motion to receive and file the Department of Human Services Comprehensive Monitoring report. Motion carried.

5. Recommendation to Receive and File the Corrective Action Letter to the Department of Human Services

Commissioner Doherty supported by Commissioner Camphous-Peterson, made a motion to receive and file the Corrective Action Letter to the Department of Human Services. Motion carried.

6. Recommendation to Receive and File the Area Agency on Aging 1-B Chore and Home Injury Control Monitoring Report.

Commissioner Flynn supported by Commissioner Doherty, made a motion to receive and file the Area Agency on Aging 1-B Chore and Home Injury Control Monitoring report. Motion carried.

## 7. Update on Legislative Letters of Support

Mr. Taylor stated that the Legislative Letters of Support were mailed to United States Senators and Representatives. Mr. Taylor stated there has been no response to the support letters thus far.

### **Program Planning & Evaluation Committee Report**

#### 1. Recommendation to Approve the North Action Center Lease Extension

Mr. Taylor presented the North Action Center Lease Extension.

Discussion followed.

Commissioner Flynn supported by Linda Girolamo, made a motion to approve the North Action Center Lease Extension. Motion carried.

#### 2. Recommendation to Receive and File Component Reports

Ms. George distributed the Senior Nutrition Component Report that was not in the packet.

Commissioner Doherty supported by Commissioner Slinde, made a motion to receive and file the Program Component Reports. Motion carried.

#### 3. Recommendation to Receive and File the Area Agency on Aging 1-B Program Assessment Report

Commissioner Flynn supported by Hazel Rivers, made a motion to receive and file the Area Agency on Aging 1-B Program Assessment Report. Motion carried.

#### 4. Head Start Policy Council Update

Ms. Stackpoole reported:

- Head Start Policy Council last meeting for school year 2006 – 2007 was held May 16<sup>th</sup>.
- Self-Evaluations have been completed and the members are satisfied with the Head Start program.
- Last day for Traditional Head Start was May 31<sup>st</sup>.
- Last day for Full Day Head Start is June 22<sup>nd</sup>.

## **Budget Committee Report**

Linda Girolamo presented the following recommendations for the Board members approval.

1. Recommendation to Receive and File the Budget Summary Report

Mary George supported by Hazel Rivers, made a motion to receive and file the Budget Summary report. Motion carried.

2. Recommendation to Receive and File the Special Assistance Grants Progress Report

Commissioner Flynn supported by Hazel Rivers, made a motion to receive and file the Special Assistance Grants Progress Report. Motion carried.

3. Recommendation to Receive and File the Cash Donations Progress Report

Commissioner Camphous-Peterson supported by Hazel Rivers, made a motion to receive and file the Cash Donations Progress Report. Motion carried.

4. Recommendation to Receive and File Financial Detail Weatherization Program Report

Eudora McKinney supported by Hazel Rivers, made a motion to receive and file the Financial Detail Weatherization Program report. Motion carried.

5. Recommendation to Receive and File Financial Detail Senior Nutrition Program Report

Pastor Mack supported by Mary George, made a motion to receive and file the Financial Detail Senior Nutrition Program report. Motion carried.

## VIII. Director's Report

Mr. Taylor announced

- The National Association of Nutrition and Aging Services Program is a professional membership organization with members working in the field of aging. The National Association of Nutrition and Aging Services Programs recognize programs/projects demonstrating excellence, new program directors, and advocacy groups. Katherine Benford, Senior Nutrition Director, will be the recipient of the Rising Star award. She will be attending a conference on June 27<sup>th</sup> to receive her award.
- MCCSA has collaborated with SMART and will be receiving two (2) reconditioned passenger buses with wheelchair lifts.

Ms. Solomon presented information on grants MCCSA has been working on.

- Earned Income Tax (EITC) Collaborative Grant – The Grant has been submitted to the Office of Community Services for the 2008 tax season. This will expand MCCSA tax preparation services by opening two (2) additional tax preparation sites, utilizing up to 20 volunteers to assist customers, and provide additional case management services to customers.
- AT&T Excelerator Grant- MCCSA has submitted a proposal for an AT&T Excelerator Grant. The grant would be in the amount of \$13,500. If awarded, MCCSA would purchase six laptops and printers to be used for the preparation of tax returns for low-income customers.
- REACH Grant – The Department of Human Services has submitted a proposal for REACH funds on behalf of the Community Action network. These funds would be used to enhance Weatherization services. The Weatherization Program would work with local utility companies to provide age appropriate energy education to the Head Start children and provide energy kits to Head Start families.
- Community Services Block Grant – Discretionary Grant – A proposal was submitted to the Department of Human Services for the purpose of providing case management training to our staff.

Ms. Solomon also stated MCCSA has received additional FEMA funding in the amount of \$45,000.00. These funds will be used for utility assistance.

#### IX. Announcements/Emerging Issues

Mr. Taylor announced that he and Mary will be attending a meeting with Huntington Bank tomorrow. They will be discussing MCCSA programs and the possibility of Huntington Bank assisting MCCSA in capacity building initiatives for customers. Mr. Taylor stated as information becomes available he will report back to the Board.

Commissioner Flynn announced the Board of Commissioners next meeting will be held Thursday, June 14<sup>th</sup> at 7:00 p.m.

Commissioner Flynn announced the Older American Festival will be held on June 20<sup>th</sup> at Freedom Hill.

Ms. Olszak thanked Pastor Mack and the individuals who prepared today's lunch.

Ms. Olszak thanked Citizens State Bank for sponsoring the luncheon through the efforts of Mary George.

Ms. Olszak thanked Commissioner Doherty for the fudge she brought to the meeting today.

X. Schedule Next Meetings

Committees:

Executive – September 11, 2007 in Senior Auditorium

Budget – September 19, 2007 in Michigan Works! Conference Room

Planning and Evaluation – September 27, 2007 in Senior Auditorium

Full Board Meeting:

October 9, 2007 in Senior Auditorium

XI. Adjournment

Mary George supported by Eudora McKinney, made a motion to adjourn at 1:25 p.m.  
Motion carried.

Respectfully submitted,

Holly Ehrke, Secretary